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Approved For Release 2003/11/06 : CIA-RDP84-00933R000100160007-9

ODP # 81-394

File, OC

(Copy in 0012)

19 MAR 1981

OC-M81-217

MEMORANDUM FOR: Director of SIGINT Operations  
Director of Development and Engineering

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FROM: [redacted]

Director of Communications

SUBJECT: Communications Support to OSO and OD&E at the [redacted]

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REFERENCE: OD&E-0454-80 dated 6 May 1980

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1. In order that we may proceed with the planning necessary to meet the [redacted] 1 July 1981 availability date, members of our respective staffs have reviewed your stated communications services requirements. In coordination with them, the following proposed procedures have been developed which we believe will respond to your needs as outlined by the reference.

**A. COVERAGE**

(1) Provide sixteen (16) hours a day manned coverage - 0700 to 2300 Monday through Friday. Saturday coverage - 0700 to 1500 hours - will be provided on an on-call overtime basis.

(2) Provide and maintain communications links for all required secure voice, facsimile and data link circuitry on a 24-hour, seven day per week basis.

**B. NARRATIVE TRAFFIC**

**(1) Incoming Traffic**

(a) Each registry will be provided, on a pick-up basis at the [redacted] ComCenter, with five (5) near-real time advance copies of all precedence traffic.

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(b) The required number of original quality copies of all categories of traffic, except RI and sensitive P&L, will be provided for pick-up at the Cable Secretariat by OD&E personnel at circa 0600,

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1000 and 1400 hours. Cables will be pre-sorted and collated down to the levels specified by the using office. We understand that this will facilitate delivery to the respective [redacted] registries by OD&E courier runs at approximately 0700, 1200 and 1500 hours. The Office of Logistics will provide for other narrative cable delivery to the [redacted] by means of the presently established service, an optional two additional runs per day, Monday through Friday, as required.

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(c) Restricted Handling (RH) dissemination will be carried out as instructed by the action office with electrical transmission to the [redacted] Building during regular office hours. The Cable Secretariat Cable Duty Officer will effect delivery of information copies of RH traffic to Headquarters customers, if so instructed by the action office. The Office of Communications will provide the capability to electrically disseminate from CDS to [redacted] all Restricted Handling as well as sensitive Prescribed and Limited (P&L) cables for which [redacted] officers are action addressees.

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**(2) Outgoing Traffic**

(a) All outgoing traffic will be sent electrically on an Optical Character Reader from [redacted] to CDS. Cable Address Designators DIRECTOR and [redacted] will be used by all elements in [redacted]. If required, cable distribution indicators to facilitate distribution of what is now [redacted] and OSO Special Designee traffic will be developed by the Cable Secretariat with OSO input.

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(b) The required number of comeback copies of outgoing cables, excepting RH and sensitive P&L which will be received electrically, will be provided for pick-up at the Cable Secretariat by OD&E personnel. Delivery to the respective [redacted] registries will be performed by OD&E courier runs.

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**C. SECURE FACSIMILE**

Circuitry will be provided to each registry to support a high speed secure facsimile terminal.

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D. TELEPRINTER CONFERENCE

Each office will designate locations for its teleprinter conferencing requirements. These areas will be provided with the requisite number of ASR's linked to cryptographic equipment in the ComCenter and connected to its own dial-up circuit for teleprinter dataphone requirements. ComCenter personnel will perform cryptographic key change functions and establish the circuit upon user request.

E. SECURE VOICE

Secure voice service will be by means of a Stromberg-Carlson switch installed [redacted] with an instrument on every person's desk. The grade of service will not exceed one percent. That is, no more than one call per 100 will be blocked due to insufficient trunking at [redacted]

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2. We expect to provide a level of communications services that satisfies all of your requirements while maintaining an efficient and cost-effective communications operation. Accordingly, after we enter the new Fiscal Year and additional resources become available to the Office of Communications, your appraisal of these procedures will be requested. Changes to the service will be initiated as requirements dictate. [redacted]

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Concurrence Paragraph 1B(1)(b):

/s/ James H. McDonald  
Director of Logistics

24 MAR 1981

\_\_\_\_\_  
Date

cc: ADDS&T  
ADDA  
D/ODP  
Comptroller  
D/OL

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